

CJA PLAN & eVOUCHER IMPLEMENTATION

On February 1, 2016, the District of North Dakota amended its CJA Plan and implemented eVoucher for all CJA appointments and payments.

CJA Plan

Amendments to the CJA Plan include: adding language to cover capital Habeas Corpus proceedings; adding language directing the Federal Public Defender to provide orientation training to new panel attorneys and requiring new panel attorney to attend orientation; added language to establish a Special Appointment Panel for immigration law specialists; updated the case budgeting requirement; updated language for eVoucher; and removed the language establishing the initial panel. The [CJA Plan](#) can be found on the court's website.

eVoucher

The CJA eVoucher System is a web-based solution for submission, monitoring, and management of all Criminal Justice Act (CJA) functions. The e Voucher program includes online voucher review and submission by the attorney; online authorization requests by attorneys for service providers and transcripts; online voucher completion by attorneys on behalf of service providers; and online submission to the Court. eVoucher also allows attorneys to manage their own account information including address, phone, firm association, and applicable CLE credits. Attorneys are able to request authorization for expert services, request interim payments, upload supporting documents to vouchers or authorization requests, access reports to monitor costs, and receive automatic email notifications of approval or rejection of vouchers and authorizations.

Paper vouchers are no longer accepted. Attorneys must submit all vouchers electronically via eVoucher.

Mandatory training sessions will be offered in both Fargo and Bismarck, every week throughout the months of February and March. Training sessions are held every Thursday at 2:00 p.m. and every Friday at 9:30 a.m. and 2:00 p.m. Please contact the clerk's office to sign up for a training session: Fargo (701) 297-7000 or Bismarck (701) 530-2300.

At the training sessions, attorneys and their staff will receive step-by-step instructions on how to use eVoucher and will be provided the attorney's login and password. An attorney or a representative must attend training before the attorney will be granted access to the eVoucher system. Both attorneys and support staff who prepare CJA vouchers are encouraged to attend. The training has been approved for two CLE credits by the State Bar Association of North Dakota.

If you are **unable** to attend any of the training sessions scheduled, please contact Kari Knudson in Bismarck at 701-530-2301 or Todd Dudgeon in Fargo at 701-297-7007.

We look forward to seeing you at training and working with you to submit your payment vouchers in eVoucher.